March 5, 2008

J. MICHAEL McMAHON

Dated: New York, New York

Clerk of Court

BY:

Deputy Clerk

THIS DOCUMENT WAS ENTERED ON THE DOCKET ON ____

United States District Court Southern District of New York Office of the Clerk U.S. Courthouse 500 Pearl Street, New York, N.Y. 10007-1213

| Date: | | | |
|---------|--------------|---|---|
| In Re: | | | |
| | - v - | | |
| Case #: | | (|) |

Dear Litigant,

Enclosed is a copy of the judgment entered in your case.

Your attention is directed to Rule 4(a)(1) of the Federal Rules of Appellate Procedure, which requires that if you wish to appeal the judgment in your case, you must file a notice of appeal within 30 days of the date of entry of the judgment (60 days if the United States or an officer or agency of the United States is a party).

If you wish to appeal the judgment but for any reason you are unable to file your notice of appeal within the required time, you may make a motion for an extension of time in accordance with the provision of Fed. R. App. P. 4(a)(5). That rule requires you to show "excusable neglect" or "good cause" for your failure to file your notice of appeal within the time allowed. Any such motion must first be served upon the other parties and then filed with the Pro Se Office no later than 60 days from the date of entry of the judgment (90 days if the United States or an officer or agency of the United States is a party).

The enclosed Forms 1, 2 and 3 cover some common situations, and you may choose to use one of them if appropriate to your circumstances.

The Filing fee for a notice of appeal is \$5.00 and the appellate docketing fee is \$450.00 payable to the "Clerk of the Court, USDC, SDNY" by certified check, money order or cash. No personal checks are accepted.

| | , I | Deputy Clerk | |
|-----|------|---|--|
| by: | | · , , , , , , , , , , , , , , , , , , , | |
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J. Michael McMahon, Clerk of Court

APPEAL FORMS

United States District Court Southern District of New York Office of the Clerk U.S. Courthouse 500 Pearl Street, New York, N.Y. 10007-1213

| | | -X | | | |
|----------------------------------|----------------------|----------------|--------------|----------------------|-------------|
| | | . - | NOTICE | OF APPEAL | |
| -V- | | | civ. | () | |
| | 44==== 44=== <u></u> | -x | | | |
| Notice is hereby given | that | | · | | |
| hereby appeals to the United Sta | | | | from the Judgment fo | lescribe it |
| hereby appeals to the United Sta | ites Court of Appe | als for the ov | | | |
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| | | | | | |
| | | | | | |
| entered in this action on the | day o | of | onth) | (year) | |
| | | | | | |
| | | | | | |
| | | | (| Signature) | |
| | | _ | (| Address) | |
| | | | (City, State | e and Zip Code) | |
| Date: | | (|)(Tele | phone Number) | <u></u> |

<u>Note</u>: You may use this form to take an appeal provided that it is <u>received</u> by the office of the Clerk of the District Court within 30 days of the date on which the judgment was entered (60 days if the United States or an officer or agency of the United States is a party).

FORM 1 **United States District Court** Southern District of New York Office of the Clerk U.S. Courthouse 500 Pearl Street, New York, N.Y. 10007-1213 MOTION FOR EXTENSION OF TIME TO FILE A NOTICE OF APPEAL -Vciv. respectfully Pursuant to Fed. R. App. P. 4(a)(5), (party) requests leave to file the within notice of appeal out of time. (party) but failed to file a desires to appeal the judgment in this action entered on (day) notice of appeal within the required number of days because: [Explain here the "excusable neglect" or "good cause" which led to your failure to file a notice of appeal within the required number of days.] (Signature) (Address)

Note: You may use this form, together with a copy of Form 1, if you are seeking to appeal a judgment and did not file a copy of Form 1 within the required time. If you follow this procedure, these forms must be received in the office of the Clerk of the District Court no later than 60 days of the date which the judgment was entered (90 days if the United States or an officer or agency of the United States is a party).

(City, State and Zip Code)

FORM 2

United States District Court Southern District of New York Office of the Clerk

| U.S. (| Courthouse | | | | |
|--|---|--|--|--|--|
| | w York, N.Y. 10007-1213 | | | | |
| | X | | | | |
| | NOTICE OF APPEAL AND | | | | |
| -V- | MOTION FOR EXTENSION OF TIME | | | | |
| | civ. () | | | | |
| . ۱۳۰۰ - ۱۳۰۰ به ۱۳۰۰ به ۱۳۰۰ - ۱۳۰۰ به ۱۳۰۰ - ۱۳۰۰ - ۱۳۰۰ - ۱۳۰۰ به ۱۳۰۰ - ۱۳۰۰ به ۱۳۰۰ به ۱۳۰۰ به ۱۳۰۰ به ۱۳ | X | | | | |
| 1. Notice is hereby given that | hereby appeals to | | | | |
| | (party) Circuit from the judgment entered on | | | | |
| [Give a descrip | tion of the judgment] | | | | |
| (party) respect | ed in the Clerk's office within the required time fully requests the court to grant an extension of time in | | | | |
| accordance with Fed. R. App. P. 4(a)(5). | manus dhee | | | | |
| a. In support of this request, | · (party) | | | | |
| this Court's judgment was received on | and that this form was mailed to the | | | | |
| court on | (mate) | | | | |
| (date) | | | | | |
| | (Signature) | | | | |
| | | | | | |
| | (Address) | | | | |
| | | | | | |
| | (City, State and Zip Code) | | | | |
| | | | | | |

Note: You may use this form if you are mailing your notice of appeal and are not sure the Clerk of the District Court will <u>receive</u> it within the 30 days of the date on which the judgment was entered (60 days if the United States or an officer or agency of the United States is a party).

FORM 3

United States District Court Southern District of New York Office of the Clerk U.S. Courthouse

500 Pearl Street, New York, N.Y. 10007-1213

| • | | v | |
|-------------------------------|----------|-------------------|--|
| | · | | AFFIRMATION OF SERVICE |
| -V- | | - X | civ. () |
| | | | , declare under penalty of perjury that I have |
| served a copy of the attached | | | |
| | | | |
| | | | |
| upon | | | |
| | | | |
| whose address is: | <u>.</u> | . | |
| | | | |
| Date: New York, New York | | | |
| | | | (Signature) |
| | | | (Address) |
| | | | (City, State and Zip Code) |